



UNITED STATES MARINE CORPS

MARINE CORPS ENGINEER SCHOOL

PSC BOX 20069

CAMP LEJEUNE, NORTH CAROLINA 28542-0069

IN REPLY REFER TO:

1000

CO

27 Oct 14

POLICY LETTER 3-14

From: Commanding Officer, Marine Corps Engineer School  
To: Distribution List

Subj: ARRIVE ALIVE PROGRAM

Ref: (a) ScolO 5300.2H

Encl: (1) Example of Arrive Alive Usage Tracker

1. Purpose. The purpose of this policy letter is to establish policy and promulgate information regarding the Arrive Alive Program. This program will support all Marines and Sailors assigned to Marine Corps Engineer School (MCES).

2. Commander's Intent. The MCES Arrive Alive Program is available to all members of this command to eliminate the likelihood that any member of the unit will drive after consuming alcohol. The Arrive Alive Program provides a safe, easily accessible, and highly reliable alternative means of travel after the consumption of alcohol. Even though excellent planning may have occurred prior to drinking alcohol, it is understood that even the best-laid plans may go awry and safe transport home is needed. All members of MCES can utilize the Arrive Alive Program which is designed to help personnel avoid putting themselves and others in a dangerous situation. Do not let poor judgment get in the way of good decision-making when this program is available --- it is in place for a reason.

3. Policy. Wallet-sized cards will be issued to every service member assigned to MCES. The card contains phone numbers for local cab companies and directions for the driver. Should a member of this Command find the need to utilize this service, he/she may call one of the numbers listed on the card and present the card to the driver. Upon delivery to the Area Officer of the Day (AOOD) by the taxi driver at Building BB-28, the AOOD will pay the driver the full cab fare and annotate all information pertaining to the Marine in the AOOD logbook. Any individual who utilizes the Arrive Alive Program is required to repay the total amount within three days of use. If this is not possible, coordination with the service member's chain of command should be made to establish a more amenable repayment schedule not exceeding the following pay period.

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#### 4. Responsibilities

##### a. Substance Abuse Control Officer

(1) Serve as the Action Officer in implementing the Arrive Alive Program for MCES.

(2) Ensure each Company receives and maintains an adequate supply of Arrive Alive cards.

(3) Ensure the contents of this policy letter are included in the Marines Awaiting Training Welcome Aboard Brief.

##### b. Adjutant

(1) Provide the AOOD with a lockable cash box and keys.

(2) Provide the AOOD with standard chits for placement in cash box upon withdrawal. See enclosure (1) for an example.

##### c. MCES AOOD

(1) Upon post and relief, conduct a complete inventory of Arrive Alive funds stored in cash box. Ensure these funds reflect the inventory conducted by the off-going AOOD. It is imperative that the cash box remain out of sight of unauthorized personnel and in a secured state at all times.

(2) When personnel arrive utilizing the program, verify their identity by utilizing the alpha roster located in the AOOD binder and pay the cab driver the full fare amount.

(3) Ensure an entry is made in the AOOD logbook annotating the use of the Arrive Alive Program by a service member of MCES including:

(a) Rank

(b) Full name

(c) Company

(d) Date of use

(e) Amount paid to taxi driver

(f) Date full payment is due

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(4) During post and relief, inform the MCES Executive Officer of any usage of the program.

d. Company Commanders

(1) Ensure personnel fully understand the purpose of the Arrive Alive Program and its intended use. In particular, the comments contained in paragraph (2) of this policy letter should be emphatically stressed.

(2) Ensure all personnel are issued an Arrive Alive card and provided a replacement upon its use. Should a Marine lose or damage his/her original card, ensure the Marine is reissued a replacement card and counseled accordingly.

(3) Maintain an adequate stock of cards for replenishment and notify the SACO when the replenishment stock reaches 50 or fewer cards.

(4) Ensure that any personnel who have utilized the Arrive Alive program repay the amount due in accordance with paragraph (3).

e. MCES Executive Officer

(1) Coordinate the efforts of all staff personnel in the implementation and execution of this program.

(2) Ensure on-going and off-going AOODs perform an inventory of the Arrive Alive cash box.

(3) Identify personnel that are delinquent in payments and notify the respective Company Commander.

  
S. A. BALDWIN

DISTRIBUTION: A

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